OBTAINING/RENEWING A COMMERCIAL PESTICIDE APPLICATOR LICENSE

Obtaining/Renewing a Commercial Pesticide Applicator License by Testing

Here's how you obtain or renew a Commercial Pesticide Applicator License by testing in Utah:

STEP #1: Go to our Pesticide Educational Materials webpage to find PDF links to our study guides.

STEP #2: Once you have completed studying, pay the \$65 licensing fee to UDAF. Two options are available below.

OPTION #1 — INSTRUCTIONS FOR PAYING ONLINE VIA CHECK OR CREDIT CARD:

- Go to UDAF's Online Payment webpage (ag.utah.gov→Online Services→Online Payments).
- In the "Pay For" drop down menu select **Commercial Pesticide Applicator**.
- Complete the payment process. Receipt will be emailed.

OPTION #2 — INSTRUCTIONS FOR PAYING OVER THE PHONE VIA CREDIT CARD:

• Call 801-982-2200 and let the receptionist know you want to pay for a Commercial Pesticide Applicator license. If you're renewing be sure to have your license number handy. Receipt will be emailed.

STEP #3: Tests must be completed at a <u>Pesticide Licensing Testing Center</u>. Contact the testing center of your choice to make an appointment. **You must bring receipt of license payment to the testing center or they will not let you test.**

STEP #4: **ATTENTION!** Be sure to fill out the Completion Form before logging out of the exam. If you don't complete the form, your license <u>WILL NOT</u> be processed.

You should receive your license within 30 days. If not, please contact one of our Pesticide Program team members at 801-982-2300 (option #2) or UDAF-pesticide@utah.gov.

Obtaining/Renewing a Reciprocal Commercial Pesticide Applicator License in Utah

Here's what you need to do to obtain or renew a reciprocal commercial pesticide applicators license in Utah:

- 1. <u>Complete the Application</u> for Commercial / Non-Commercial Pesticide Applicators.
- 2. Supply a legible copy of current State, DOD, or BLM pesticide license (front and back on both).
- 3. Supply a legible copy of government-issued photo identification.
- 4. If applicable, supply a legible copy of FAA pilot's license (front and back on both).
- 5. Pay your \$65 commercial license fee here. Select "Commercial Pesticide Applicator" and follow the steps. Otherwise you can call 801-982-2200 to pay over the phone. Be sure to retain a copy of the receipt to send with your documents.
- 6. Scan and email your documents (including receipt) to our main email at UDAF-pesticide@utah.gov.
- 7. Request a Letter of Good Standing from the state where the license is issued. The letter needs to be emailed to our main email at UDAF-pesticide@utah.gov.

NOTE: You must be associated with a Commercial Pesticide Business or register your own. For more information please contact us at <u>UDAF-pesticide@utah.gov</u> or 801-982-2300 (option #2).

You should receive your license within 30 days. If not, please contact us at 801-982-2300 (option #2) or UDAF-pesticide@utah.gov.

Renewing a Commercial Pesticide Applicator License w/CEU's

RENEWAL SEASON STARTS NOV 1ST!

Here's how you renew a Commercial Pesticide Applicator License with CEU's:

- 1. Pay the \$65 license fee. Call <u>801-982-2200</u> OR pay online at any time:
 - Go to UDAF's Online Payment webpage.
 - In the Pay For drop down menu select **Commercial Pesticide Applicator**.
 - Complete the payment process. Receipt will be emailed.
 - Be sure to retain a copy of the receipt to send with your documents.
- 2. <u>Complete the commercial application</u> and email it (including receipt), along with your 24 CEU's, to <u>UDAF-pesticide@utah.gov</u>.

If you don't get all of the above done by December 31, 2021 you can still renew your pesticide applicator license through February 28, 2022 by paying a \$25 late fee. 24 CEU's are still required and they must be earned during your valid license period (2019-2021). If that date passes, you must retest.

You should receive your license within 30 days. If not, please contact us at 801-982-2300 (option #2) or UDAF-pesticide@utah.gov.